



YOUR RIGHT TO KNOW

Crime Awareness

and

Campus Police



YOUR RIGHT TO KNOW

CRIME-REPORTING PROCEDURES

Crime Awareness and Campus Safety

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act is now cited as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." It requires colleges and universities to prepare, publish and distribute a report concerning campus crime statistics and security policies annually through appropriate publications, mailings or computer network to all current students and employees, and to any applicant for enrollment or employment request. This report contains the annual report concerning specific campus arrest and crime statistics as well as information about campus programs and activities intended to promote crime awareness, campus safety and security.

This report complies with the provisions as codified in: (1) United States Code, Title 20, Section 1092 (f) and amendments of 1992, 1998; (2) United States Code of Federal Regulations, Title 34, Chapter VI, Part 668, Section 668.47; and (3) California Education Code, Sections 67380 through 67385.

This brochure is distributed to Saddleback College students and employees. It is also available on the college's web site at <http://www.saddleback.edu>

Working together, security at Saddleback College is everybody's business. No community, of course, can be totally risk-free in today's society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive for learning.

Saddleback College maintains a Campus Police Department with duly sworn police officers who are available 24 hours a day, throughout the year. A person may report any unlawful activity or any emergency at any time — day or night — by calling (949)582-4585 or for emergencies (949)582-4444. Direct access to Campus Police is available through the Emergency Phones located in lots 1, 1A, 1B, 4A, 5, 5A, 5B, 7, 9 N, 9 S, 10 N, 10 S, 12, 13, and 14. The Emergency Phones announce the location of the phone to

Campus Police when the silver talk button is pressed. Then all the caller has to do is press the button to talk directly to the responding dispatcher. Persons may also report a crime by coming to the Campus Police Department located in parking lot 2 on lower campus in the village 8:00 a.m. to 11:00 p.m. Monday through Thursday and from 8:00 a.m. to 12:00 p.m. on Friday.

Although the college encourages the reporting of on-campus criminal activity to the Campus Police Department, in some instances members of the college community choose to file report(s) with other campus security authorities. For reporting purposes, Saddleback College Security Authorities have been designated as the Saddleback College Police Department, College Vice Presidents and Deans and the Director of Student Affairs.

ACCESS TO CAMPUS FACILITIES

Most campus buildings are open from 6:30 a.m. to 11:00 p.m. Saddleback College students and staff members are required to have identification cards which they may be asked to produce if there is a question about their authorization to be in a specific area.

Students are authorized to access and occupy college classrooms during assigned class periods. During non-class periods, students may remain in classrooms or laboratories only when supervised by a faculty member or an authorized staff member. During non-business hours, or on days when classes are not in session, the supervising faculty or staff member must notify the Campus Police Department or the on-duty Campus Police Officer of the activity.

During non-business hours — 11:00 p.m. to 6:30 a.m. Monday through Friday, and 5:00 p.m. to 6:30 a.m. on weekends and holidays — employees who need access to college offices or other facilities for work-related purposes must notify the on-duty Campus Police Officer of their arrival on campus and the location in which they will be working. This notification allows the Officer to monitor activity on campus and helps prevent the accidental activation of facility-intrusion alarms. Employees should also notify the Campus Police Officer when they depart the campus. This policy does not apply when events or the use of facilities have been previously approved on the Master Calendar (Board Policy 4055).

KEYS are provided to staff members on a need-to-access basis as determined and approved by the appropriate supervisor. Lost or stolen keys should be reported immediately to one's supervisor and Campus Police. Keys should never be loaned to anyone. Campus Police Officers will recover District key(s) that have not specifically been issued to the person in possession of the key(s). Unauthorized duplication of District keys is a misdemeanor (C.P.C. 469).

COLLEGE PROPERTY — No District property may be removed from the campus without expressed written permission from the division Dean or area supervisor. Unauthorized removal of District property from the campus is a violation of the law and may be prosecuted by the District.

PUBLIC USE OF FACILITIES is coordinated and approved through the Master Calendar clerk in the Office of Instruction. Campus Police Officers are provided with an approved schedule of facility use during non-routine hours. It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows. Campus Police Officers inspect many areas on campus, but the primary responsibility for facility security at the end of the work period lies with the user.

COLLEGE SAFETY AND SECURITY AND LAW ENFORCEMENT

Saddleback College Police Officers are responsible for the reasonable protection of persons and college property by using methods that fit within and contribute to the educational philosophy and process of the college. In the recruitment and training of Campus Police Officers, Saddleback College adheres to the standards established by California law regarding peace officer qualifications and to the standards of the California Commission for Peace Officers Standards and Training (P.O.S.T.). Campus Police Officers are also certified in basic first aid and CPR and receive specialized training in educational law enforcement and security operations.

Saddleback College Campus Police Officers are duly sworn peace officers under California Penal Code section 830.32. Campus Police Officers are armed and possess the same authority under the law as do municipal police officers. Campus Police Officers provide immediate response to all police, fire, medical emergencies and accidents on campus involving vehicles.

Saddleback College Police Department is the primary agency for reporting and investigating criminal activity occurring on campus. The department also has a written agreement with the Orange County Sheriff's Department to investigate crimes that require resources that are beyond what is internally available to campus police investigators.

CRIME PREVENTION

One of the essential ingredients of any successful crime-prevention program is an informed community. It is the intent of the college to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a

reasonable threat to personal safety. Such information will be distributed through this brochure, specific bulletins, and through student publications such as the Lariat newspaper. Other media used will be through in-house memos, E-mail, or bulletins and regularly published newsletters and KSBR radio. The Campus Police Department also maintains a public log of all reported campus crimes.

Another essential element of any crime-prevention program is training and education. The Department of Safety and Security in coordination with the other college departments sponsor programs on various topics ranging from sexual-assault awareness to substance-abuse prevention.

Finally, all effective crime-prevention programs include some measure of people watching out for one another. All staff and students are asked to be **ALERT, SECURITY-CONSCIOUS, and INVOLVED**. Call Campus Police at (949)582-4585, or (949)582-4444 for emergencies, whenever you see suspicious behavior or activity.

OFF-CAMPUS CRIME

The Orange County Sheriff provides Saddleback College with crime data for the areas surrounding the college property. Saddleback College will notify the campus community in a timely manner if a security problem arises.

SUBSTANCE ABUSE

In accordance with Public Law 101-226, "Drug Free Schools and Communities Act Amendment of 1989," the governing Board of Trustees of South Orange County Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Saddleback College property and as part of any Saddleback College-sponsored or sanctioned activity. Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from Saddleback College, or termination from employment for violations of the standards of conduct as specified in collective bargaining agreements and the California Education Code.

The possession, use and sale of alcoholic beverages by anyone on Saddleback College-controlled property is a misdemeanor as per California Business Code 25608 and a violation of the Standards of Student Conduct. The use, sale or possession of any illegal drug is a violation of state law, and any person found in violation may be subject to arrest by federal, state, local or campus law-enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the College or District.

CAMPUS PROGRAMS TO PREVENT SEX OFFENSES

Board Policy 5403 states that everyone who participates in programs and activities of the South Orange County Community College District has the right to do so under safe conditions without physical or psychological threat. Toward that end, the District, through its two colleges, offers a comprehensive program of education and services to minimize the risk of sexual assault to all individuals who use its facilities.

Accordingly, Saddleback College operates a coordinated program dealing with the issue of sexual assault. The areas of emphasis are education, environment and services.

REPORTING SEX OFFENSES

Persons who believe that they have been sexually assaulted or were the object of any sex offense should immediately contact Campus Police, either by telephone (4699, 4585 or 4950) or in person, to initiate a crime report. Students may also contact the Vice President for Student Services, the Vice President for Instruction, any division Dean, the Director of Student Affairs, or any college counselor for information and assistance regarding the filing of a criminal complaint or to initiate a complaint under the Saddleback College Student Code of Conduct.

The preservation of criminal evidence is essential to the successful prosecution of a sex offense. Therefore it is essential that in cases of sexual assault, Campus Police should be contacted as soon as possible. Staff counselors are available to assist and to accompany the victim of a sex offense from the initial report to the final resolution of the case.

Saddleback College students and employees suspected of committing a sex offense of any kind are subject to criminal prosecution in addition to disciplinary action under District policies, regulations and collective bargaining agreements. Campus disciplinary action can be initiated even if criminal charges are not pursued.

In addition to criminal prosecution, complaints against students accused of sexual battery, attempted rape, rape, or other sex offenses will be processed in accordance with the procedures in the Saddleback College Student Code of Conduct. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and both shall be informed of the outcome of any campus disciplinary proceeding brought forth alleging a sex offense.

SEXUAL HARASSMENT

Sexual harassment on the job is a form of workplace discrimination, which is illegal under Title VII of the Civil Rights Act of 1964. Sexual harassment is defined by the District as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when: (1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in another college activity; or (2) Submission to or participation or rejection of such conduct by an individual is a basis for evaluation in making academic or personnel decisions affecting an individual; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive college environment.

College employees who have been subjected to acts of intimidation and/or sexual harassment in the workplace should report the activity to their supervisor, management and/or the Vice President for Student Services or the Director of Human Resources.

Complaints of sexual harassment against staff and faculty members will be investigated and processed in accordance with Board Policy 4000.5.

EDUCATION

The college coordinates and sponsors educational workshops and classes provided by local community service programs during each semester which promote the awareness of rape, acquaintance rape, and other sex offenses. Also, Student Services conducts seminars on what women and men should know about date rape, in addition to discussion groups focusing on campus sexual assaults, and presents a mandatory seminar for all athletes during each spring. Additionally, each semester, the Campus Police Department, in cooperation with the Orange County Sheriff, present crime-awareness and crime-prevention programs.

ENVIRONMENT

The Saddleback College Safety Committee conducts annual safety surveys and performs follow-up work to eliminate on-campus personal-safety hazards. Campus Police also provides a free 24-hour escort service to and from buildings and parking areas.

SERVICES

College Police Officers or other college officials will call local police and paramedics when any incident occurs that might be construed by them to involve sexual assault.

REFERRAL AGENCIES

The following referral agencies provide services FREE of charge:

VICTIM / WITNESS ASSISTANCE - DOMESTIC VIOLENCE: 24-Hour Hotline – (714) 834-4317

SEXUAL ASSAULT: 24-Hour Hotline – (714) 957-2737

O. C. SEXUAL ASSAULT NETWORK / RAPE CRISIS HOTLINE: (24 Hours) – (949) 831-9110

CHILD OR PARENTAL EMERG. SVC. (24 Hours) – 1-800-422-4453

SUICIDE PREVENTION HOTLINE: 1-800-784-2433

FOR FURTHER INFORMATION, CONTACT:

Saddleback College Police Department,
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635.
(949) 582-4585.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay,
David B. Lang, Frank M. Meldau, Marcia Milchiker, Nancy M. Padberg, T.J. Prendergast, III • Gary L. Poertner, Chancellor
SADDLEBACK COLLEGE: Dr. Tod A. Burnett, President

YOUR RIGHT TO KNOW

Crime Awareness and Campus Police

STATISTICS

20 U. S. C. 1092 F

Statistics concerning the following campus crimes will be updated annually at the beginning of the calendar year.

Calendar Year	2008	2009	2010	2011
Criminal Homicide: Murder & Non-negligent Manslaughter	0	0	0	0
Criminal Homicide: Manslaughter by Negligence	0	0	0	0
Forcible Sex Offenses	0	0	1	1
Non-Forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	2	6
Burglary	3	3	5	3
Vehicle Burglary	3	2	0	9
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	1
Hate/Prejudice Crimes	0	0	0	0

Statistics concerning the number of incidents/arrests

for the following crimes occurring on campus:

Liquor Law Violations	2/0	2/2	4/3	2/1
Drug-Related Violations	4/2	9/9	10/9	9/7
Weapons Possessions	0/0	0/0	0/0	0/0